

Temp. Duty Travel Allowances

§ 301-74.6

contract directly with a travel payment system service if your agency has contracting authority and you are not a mandatory user of GSA's charge card program.

NOTE TO §301-73.301: Under the new GSA charge card program effective November 30, 1998, it will be your responsibility to select the vendor that will be most beneficial to your agency's travel and transportation needs.

PART 301-74—CONFERENCE PLANNING

Sec.

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§301-74.1 What is a conference?

A meeting, retreat, seminar, symposium or event that involves attendee travel. The term also applies to training activities that are considered to be conferences under 5 CFR 410.404.

§301-74.2 What are "conference costs"?

Conference costs are all costs paid by the government for a conference, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference, e.g., speakers, contractors, etc. Such costs include, but are not limited to: travel to and from the conference, ground transportation, lodging, meals and incidental costs, meeting room and audiovisual costs, registration fees, speaker fees, other conference-related administrative fees, and the cost of employees' time spent at the conference and traveling to and from the conference.

§301-74.3 What are "conference attendees' travel costs"?

"Conference attendees' travel costs" are authorized transportation and per diem expenses incurred in attending a conference at Government expense.

§301-74.4 What are "conference attendees' time costs"?

"Conference attendees' time costs" are the costs of employee's time spent at a conference (including en route travel time during normal duty hours).

§301-74.5 Who must authorize employee attendance at conferences and the Government sponsorship or funding, in whole or in part, of conferences?

A senior agency official, other than attendee.

§301-74.6 Are there any requirements for sponsoring or funding a conference at a place of public accommodation?

Yes. When you sponsor or fund, in whole or in part, a conference at a place of public accommodation in the U.S., you must use a FEMA approved accommodation, except as provided in §301-74.7. This provision also applies:

(a) To the government of the District of Columbia only when it expends Federal funds for a conference; and

(b) To a non-Federal entity to which Government funds are provided for the conference.

[63 FR 15979, Apr. 1, 1998; 63 FR 35538, June 30, 1998]